

Policy and Procedure for Sector-Specific Training

Revised 10/23/00

Policy

All APS users must receive sector-specific training for each sector where they will be doing hands-on work. This training, which is provided by the CAT, must be completed before the user begins work in a particular sector. The training covers specific information needed to implement the CAT's safety plan. The recommended format is a face-to-face presentation with an escorted tour of the CAT facilities.

The APS has provided a model Sector Orientation Record form (see attachment), which provides a checklist of suggested topics; each CAT may use the model Sector Orientation Record form as is, modify it as appropriate, or substitute its own version. A CAT with multiple sectors may use multiple versions of the Sector Orientation Record form if necessary. Fire safety and beamline-specific operation of the Personnel Safety System (PSS) are required elements of all sector-specific training, and must be delivered face to face; a demonstration of the PSS must be included.

CATs must provide refresher sector-specific training, at specified intervals of not longer than two years, to all non-resident users who are going to work in their sectors. An individual whose sector-specific training has expired cannot work in that sector until he or she has received refresher training. In addition to the required refresher training at specified intervals, the CAT is responsible for keeping all users working in its facilities up to date on changes in hazards, mitigation procedures, and other information needed to perform work safely.

Each CAT Safety Plan must include a sample copy of the Sector Orientation Record form(s) used by the CAT, a description of the training method that is used, and a statement specifying the refresher training interval. If the form is modified after the CAT Safety Plan is approved, the CAT must insert the new form in the Plan and provide a copy of the new form to the Safety Plan Review Committee Chairman.

Procedure

1. After sector-specific training or refresher training is completed, both the trainer and the trainee sign and date the Sector Orientation Record form. The trainer then sends the original form to the APS User Office and files a copy.
2. The User Office forwards the signed original to the User Program Division (UPD) Training Management System (TMS) Representative, who enters the completion date of the sector-specific training or refresher training for that individual in the TMS.
3. If changes in a CAT's organization, facilities, or operations necessitate additions or changes to the sector-specific training, the CAT will compare the date of the changes with the date of each returning user's last sector-specific training to determine whether that user needs an update before resuming work in the sector. The CAT will also modify the Sector Orientation Record form as necessary to reflect such changes.
4. When the Safety Plan Review Committee Chairman receives a new or revised sample Sector Orientation Record form from a CAT, he or she arranges for its review. Once the form is approved, a copy is forwarded to the UPD TMS Representative for filing with the course catalog information.

SECTOR ORIENTATION RECORD**Safety policies
and resources**

Responsible individual: _____

Date: _____

- ☐ Affirmation and clarification of the “safety first” principle
- ☐ Orientation to the CAT's environmental, safety, & health plan
- ☐ Explanation of the CAT's general policies pertaining to the control of hazards
- ☐ Introduction to the CAT Safety Coordinator, the Beamline Safety Technician and the CAT Manager and an affirmation of the importance of bringing all safety and environmental problems and concerns to their attention
- ☐ Explanation of the ANL-East “stop work authority” policy

**General safety
information**

Responsible individual: _____

Date: _____

- ☐ Location of safety equipment (fire extinguisher, shower, eyewash station, etc.)
- ☐ Location of safety documentation (including MSDSs and relevant procedures)
- ☐ Emergency phone numbers
- ☐ Response to alarms and other warnings
- ☐ Location and requirements for the use of safety eyewear and other personal protective equipment
- ☐ Restrictions on working alone
- ☐ The importance of keeping work areas neat and orderly, and the aisles free of obstructions
- ☐ Proper storage of chemicals and gas cylinders
- ☐ Proper usage of radioactive check sources
- ☐ Storage of other items (e.g., objects may not be stored on top of cabinets at a height of >5 ft)
- ☐ Restrictions on and proper use of electrical power strips and extension cords
- ☐ Procedure for obtaining and using liquid nitrogen
- ☐ Disposal of waste, including hazardous waste

**Beamline safety
information**

Responsible individual: _____

Date: _____

- ☐ Orientation to CAT's implementation of the APS Shielding Configuration Policy
- ☐ Locations of the utility shutoffs for electricity, water and compressed gases
- ☐ Explanation of the use of radiation survey meters
- ☐ General and beamline-specific operation of the Personnel Safety Systems

User's signature: _____ Date: _____

Submit a photocopy of this form to the APS User Office upon completion of training. If the user does not receive the beamline safety information at the time of initial training, submit another photocopy of this form to the User Office when that information is provided.